

Welcome

This program will introduce you to teaching and/or designing online. It will provide you with the foundational skills, knowledge and hands-on experience to get underway in this field. The program covers both the technical ('how to') and educational aspects of teaching online.

Structure and format

There are 3 major components in the program ...

Foundations workshop

The workshop is conducted face-to face for approximately 3 hours and we work through the core modules **Introduction to teaching and learning online** and **Preparing for teaching online**. Using a PC lab we work through self-paced modules to give you a hands-on introduction to how the online learning environment looks and works. Modules: **Exploring the Student View** and **Exploring the Teach View**

Pathway modules

These elective modules are conducted online. You'll need to allocate around 4–6 hours to this activity.

Choose your pathway

Select one of the pathways to suit your learning requirements.

Note: you'll need to complete at least two modules to complete this program.

Teaching pathway

Suitable for those who'll be working in a teaching role online: e.g. lecturers and tutors.

Select these modules:

- Introduction to communication: tools & strategies
- Introduction to assessment online

Design pathway

Suitable for those who'll be designing and constructing online courses. **Select these modules:**

- Exploring the build view in MyLO; plus 1 of -
- Introduction to preparing and presenting content
- Introduction to assessment online
- Introduction to learning groups: tools & strategies

Custom pathway

Select at least two of these modules:

- Exploring the build view in MyLO
- Introduction to preparing and presenting content
- Introduction to communication: Tools & strategies
- Introduction to assessment online
- Introduction to learning groups: Tools & strategies

Final workshop

A face-to-face workshop for 1½ hours.

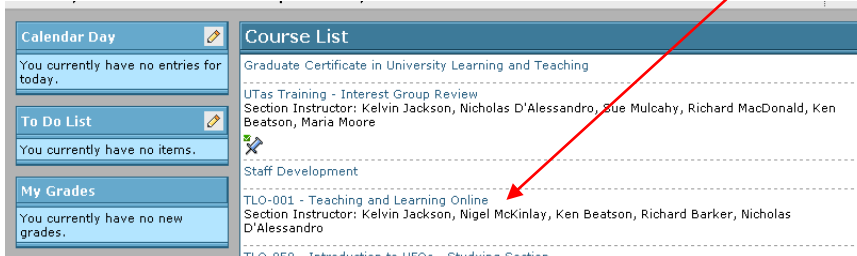
As a group we'll work through the module: **Online teaching and learning in action**. This includes a review of learning so far, how to apply online teaching to your context, and how to integrate it with other modes.

Completion requirements

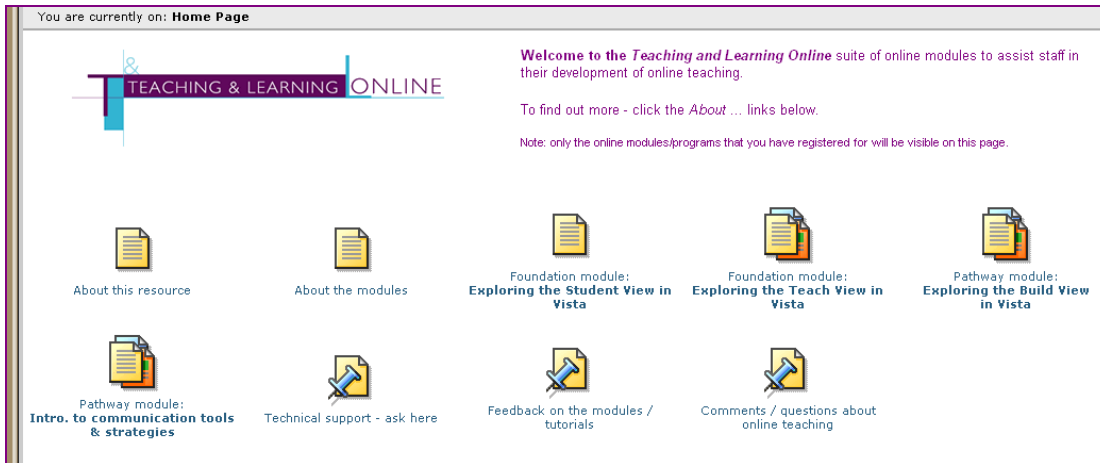
You'll need to attend the two workshops and complete at least two online modules. Each online module has a checklist so that you can self-assess your learning. Completion will be acknowledged with a certificate.

How to access your online modules

1. Select which pathway and which elective modules you'd like to undertake. We usually collect this information at the end of the **Foundations Workshop**. If you have not advised us of your selections yet, please email us at training@calt.utas.edu.au.
2. **Login to the learning management system.** If you need help with this step see '**Accessing your course in MyLO**' available at: <http://www.utas.edu.au/tlo/>
3. Access the course titled: '**TLO-001 – Teaching and Learning Online**'



4. Select the module you want to use – just click an icon to get underway:



Note: the modules are available to you indefinitely after the course.

Getting help

Can't access your course?

You may not be properly enrolled in the course; there may be a delay of up to 1 working day between enrolment and access to a course. For technical assistance contact the service desk – call x1818. For enrolment assistance contact training@calt.utas.edu.au or call x3504.

Can't see the modules that you selected?

There may be a delay of up to 1 working day between enrolment and access to the modules. Please contact training@calt.utas.edu.au or call x3504.

Getting help once you're underway

Use the discussion topics provided on the Course Home Page.

General help with online teaching

Visit the Teaching and Learning Online website at <http://www.utas.edu.au/tlo/>

Don't forget!

The final workshop for this course

On: _____

Starting at: _____

Venue: _____